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Course Fee: \$229 + GST

Course Duration: 6 hrs (2 half days)

## Course Objective

This course is designed to introduce the Learner to the features required to efficiently work with long documents. Upon successful completion of this course, the Learner should be able to:

- Create and Use a Document Template
- Create and Use Building Blocks
- Create and apply Styles
- Copy Styles Between Documents and Templates
- Work with the Styles Gallery and Quick Style
- Work with Document Themes
- Create an Outline
- Use the Document Map
- Use Bookmarks and Cross-references
- Generate a Table of Contents
- Create an Index
- Use Footnotes and Endnotes

## Prerequisites

Skills learned in the Microsoft Word Foundation or equivalent knowledge

## Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

***We provide manuals with each course with practice exercises and free support on information covered in the course.***